



US ARMY FINANCIAL MANAGEMENT COMMAND



Pre-Deployment Training Requirements for GFEBS Provisioning

United States Army Financial Management Command
(USAFMCOM)
Operational Support Team

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 - ▶ TFMSC Support Center (milWiki Portal)
 - ▶ Useful Web Links

References



- ❖ Army Regulation AR 25-2 (Information Assurance)
http://www.apd.army.mil/pdffiles/r25_2.pdf
- ❖ Army Regulation AR 380-67 (Personnel Security Program)
http://www.apd.army.mil/pdffiles/r380_67.pdf
- ❖ Theater Financial Management Center (TFMSC) milWiki Portal
https://www.milsuite.mil/wiki/Portal:Theater_Financial_Management_Support_Center
- ❖ GRC Training Materials
<https://www.us.army.mil/suite/files/20040697>
- ❖ PM GFEBS Guidance memorandum, Interim Provisioning for the use of the General Fund Enterprise Business System (GFEBS). *Dated December 2011*
- ❖ PM GFEBS Guidance memorandum, Interim-to-Permanent Provisioning for the use of the General Fund Enterprise Business System (GFEBS). *Dated December 2011*

GFEBS Background Information



Definition - The General Fund Enterprise Business System (GFEBS) is the Army's new web-enabled financial, asset and accounting management system that standardizes, streamlines and shares critical data across the Active Army, the Army National Guard and the Army Reserve. GFEBS will subsume over 80 legacy systems including the Standard Finance System (STANFINS), the most widely used standard accounting system for Army Installations, and the Standard Operation and Maintenance Army Research and Development System (SOMARDS).

System - GFEBS uses Systems Applications and Products in Data Processing (SAP) software, a Commercial Off-the-Shelf Enterprise Resource Planning

GFEBS Background Information (Cont'd)

Goal - The primary goal of GFEBS is to capture transactions and provide reliable data to better enable Army leadership to make decisions in support of the Warfighting effort. The Army GFEBS goals are:

- **Provide decision support information to sustain Army Warfighting capability**
- **Provide analytic data and tools to support Institutional Adaptation**
- **Reduce the cost of business operations**
- **Improve accountability and stewardship**
- **Accomplish and provide complete Auditability**

GFEBS Background Information (Cont'd)

Benefits

- Part of the U.S. Army's Program Executive Office Enterprise Information Systems portfolio
- Subsumes over 80 Army legacy systems and will eventually manage a budget of over \$140 billion
- Offers new and improved capabilities for Army-wide interoperability
- Increases Army Financial Management quality and effectiveness

GFEBS Background Information (Cont'd)

Benefits (Cont'd)

- Reduces cycle-time and variance to free human and financial resources for higher priorities
- Provides viewing and determining impacts of financial management decisions alongside budget structure
- Ability to differentiate between immediate funding needs and application of budgets and financial strategies that target near- and long-term demands of Congress, the Army, and the Warfighters they serve

GRC

(Governance, Risk and
Compliance)



GRG Overview

- GRC is a web-based application used by the Army to manage access to the GFEBS system. The incumbent TFMSC is the only entity in theater with the ability to add personnel in the GRC in support of Disbursing and Commercial Accounts (Fund the Force) operations.
- The application enables the Army to:
 - Assign and maintain GFEBS role assignments
 - Track and manage role assignments that introduce potential conflicts to internal controls (SoD conflicts)
 - Monitor the progress of GFEBS role provisioning
 - Improve management decision-making in the areas of role provisioning and GFEBS system access

GRG Importance

- The Army manages GFEBS access using the GRC application to:
 - Ensure that the people have access to appropriate GFEBS end-user roles
 - Provide an approval audit trail for end-users that receive access to GFEBS
- GRC will manage the list of people who are provisioned with GFEBS roles including accounting, invoicing and other financial responsibilities for the Army.
Note: GFEBS provisioning requests for personnel deploying in support of Contracting, Resource Management, supply and other functions other than Disbursing and Commercial Accounts will not go through the incumbent TFMSC.

GRG Benefits

➤ **Organizational Benefits**

- Helps to automate the GFEBS user provisioning process
- Controls access to the GFEBS system
- Provides an audit trail for GFEBS system access
- Identifies Separation of Duties (SoD) conflicts prior to granting GFEBS system access

➤ **GRG Approver Benefits**

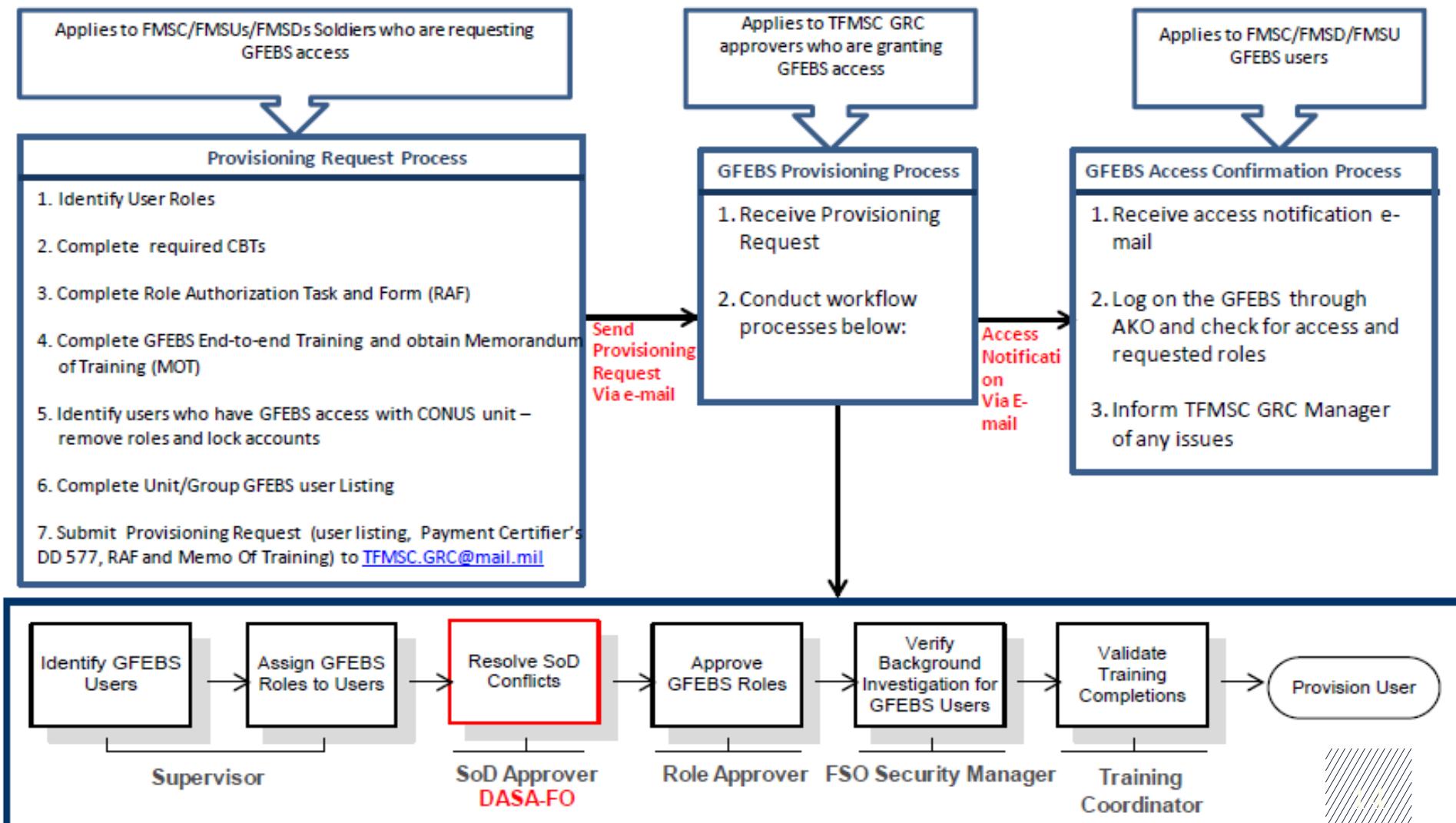
- Provides a self-service, web-based application
- Allows status monitoring of user provisioning Requests
- Reduces the burden of paperwork and manual processes



GRC Provisioning Process Overview



GRG Workflow Process (Theater)





Deploying FM Unit Provisioning Requests

Background Investigation (BI)



There are no “Clearance” requirement for most GFEBS positions. The only requirement is for personnel to have successfully undergone a Background Investigation (BI) (includes interim Clearance) and the results being available in JPAS (Joint Personnel Adjudication System). The GFEBS GRC Security Manager will ensure the user has a positive final adjudication and/or interim approval prior to granting access to GFEBS. Below are the minimum requirements

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

Background Investigation (BI)

(Cont'd)

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

IT/ADP Level I –Sensitive to Critical positions (accounting, disbursement (payment), or authorization of disbursements greater than \$10M per year).

IT/ADP Level II – Non-sensitive to Sensitive positions (accounting, disbursement (payment), or authorization of disbursements less than \$10M per year).

IT/ADP Level III – Non-sensitive positions, the

Background Investigation (BI)

(Cont'd)

Position Category	Civilians	Military	Contractor	Non-U. S. Citizens
IT/ADP-I	SSBI	SSBI	SSBI	SSBI
IT/ADP-II	ANACI	NACLC	NACLC	NACLC
IT/ADP-III	NACI	NACLC	NACI	NACI

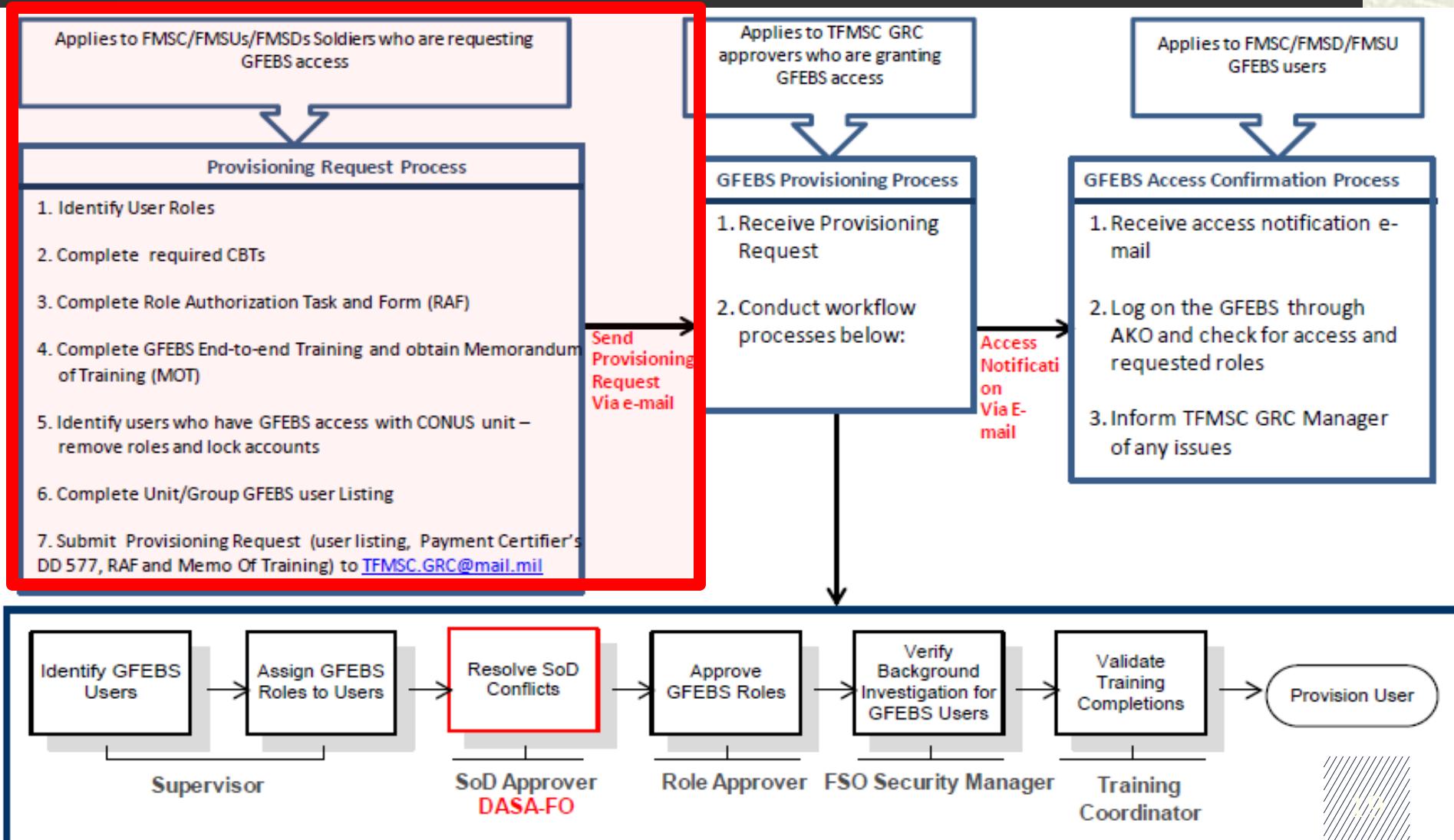
SSBI (Single Scope Background Investigation) - an initial security clearance investigation required for Top Secret, SCI and Q access, and involves agents contacting/interviewing previous employers, coworkers and other individuals. (in-depth investigation)

ANACI (Access National Agency Check and Inquiries) This investigation is composed of a NACLC plus written inquiries to current and past employers, schools, and references covering past 5 years.

NACI (National Agency Check and Inquiries) This investigation is composed of a NAC plus written inquiries to current and past employers, schools, references, and local law enforcement agencies covering the past five years and if applicable, of the appropriate agency for any identified arrests. All DoD NACIs include a credit search .

NACLC (National Agency Check with Local Agency Checks and Credit Check) - This investigation is composed of a NAC plus credit search and checks at local law enforcement agencies where the subject has lived, worked, and/or attended school within the last 5 years, and if applicable, of the appropriate agency for any identified arrests.

Deploying FM Unit Responsibilities



Deploying FM Unit Responsibilities (Cont'd)

The Deploying Unit must take these steps in order to initiate provisioning:

- ✓ Identify User Roles based on personnel on-hand and their counterpart's functions prior to arrival to theater.
- ✓ Complete all the required Computer Based Training (CBT's)
- ✓ Complete Role Authorization Task and Form (RAF)
- ✓ Request and complete GFEBS End-to-End Training conducted by the Operational Support Team-OST*

***Note:** *Personnel that are already deployed or that did not have the opportunity to obtain GFEBS End-to-End Training prior to deployment may request it from the Theater Financial Management Support Center (TFMSC),*

Deploying FM Unit responsibilities (Cont'd)

- ✓ Identify users who have GFEBS access with CONUS unit -remove roles and lock accounts
- ✓ Complete Unit/Group GFEBS User Listing
- ✓ Submit Provisioning Request (user listing, Payment Certifier's DD 577, RAF and Memo Of Training) to TFMSC.GRC@mail.mil

GFEBS Provisioning Checklist



THEATER FINANCIAL MANAGEMENT SUPPORT CENTER GFEBS PROVISIONING CHECKLIST

TASK TO ALL GFEBS USERS

1. FMSU/FMSD Commander

Identify Users and select GFEBS user roles needed for your duty position from the Standard MTOE GFEBS CVS and Disbursing Battle Teams.

2. FMSU Commander

Appoint Payment Certifiers using a DD Form 577 and ensure that they are counseled for pecuniary liability IAW the DoDFMR Vol 5, Chapter 33 guidance.

3. FMSU/FMSD Commander

Log on to TFMSC Miwiki provisioning page @ https://www.milsuite.mil/wiki/Portal:Theater_FFEBS_Provisioning_Process to identify the requirements for specific user roles and roles that require a Role Authorization Task (RAT).

4. User

Register for required CBTs through ALMS on CBT courses)

5. User

Complete CBTs

6. User

Complete the required training on AKO for each Conduct Role Authorization Tasks job aid and RAT.

7. User

Sign and date the **specific** RAF for each requirement.

8. FMSU/FMSD Commander

Verify that user(s) complete all required CBTs and RAFs (see how to check users' ALMS training records). This will ensure a timely and smooth provisioning process.

TASK TO PRE-DEPLOYED USERS ONLY

1. FMSU/FMSD Commander

Contact the United States Army Financial Management Command (USAFCOM) for Operational Support Team (OST) at (317) 212-1300/8900 to coordinate OST End-to-End Training for users **120 days** from Boots on Ground (BOG).

2. FMSU/FMSD Commander/User



Complete OST end-to-end training IAW USAFCOM guidance and obtain a Completion of GFEBS training memorandum signed by an O-5 or above from USAFCOM.

3. FMSU/FMSD Commander

Identify users with existing GFEBS accounts and submit GFEBS Provisioning Request to the TFMSC GRC Manager, (1LT Bryan, Claudia K.) at Claudia.K.Bryan.mil@mail.mil **90 days** prior to BOG. Ensure you include the following:

- Unit/Group GFEBS User Listing (Include GFEBS user role(s) and EDIPI for each user and indicate if users have existing GFEBS account).
- USAFCOM's Completion of GFEBS training memorandum
- Completed and signed DD Form 577 appointing payment certifiers.
- Dated and signed RAF for all applicable roles.

4. FMSU/FMSD Commander/Users

Ensure that user with existing GFEBS access roles are removed and accounts are locked **21 days** BOG by contacting current unit/organization GRC Manager.

Contact Theater FMSC if you experience any

GFEBS access with another unit/organization, request users' roles to be removed and accounts to be

TFMSC.GRC.mil@mail.mil and coordinate deployed GFEBS

Complete Deployed GFEBS End-to-End Training and obtain a memorandum of training from the TFMSC instructor signed by O5 or above.

4. FMSU/FMSD Commander

Submit GFEBS Provisioning Request to the TFMSC GRC Manager, (1LT Bryan, Claudia K.) at Claudia.K.Bryan.mil@mail.mil as soon as all required training is completed. Ensure you include the following:

- Unit/Group GFEBS User Listing (Include GFEBS user role(s) and EDIPI for each user and indicate if users have existing GFEBS account).
- Copy of required CBTs' Certificate of Completion for requested roles.
- Completed and signed DD Form 577 appointing payment certifiers
- Dated and signed RAF for all applicable roles.

5. FMSU/FMSD Commander

Check for GFEBS access **7 days** after submitting GFEBS Provisioning Request. Contact TFMSC if you experience any problems.

Required Training prior to Provisioning



Computer Based Training (CBT)



Computer Based Training (CBT) is a requirement for GFEBS provisioning. The training is designed to familiarize the users with the GFEBS application, the functional area the user will be assigned to and particulars regarding “Role-specific” data access and individual transactions processed by the user to accomplish their assigned function. All CBT courses must be taken in the Army Learning Management System (ALMS).

Access to GFEBS will not be granted unless all required CBT's for a specific GFEBS Role are completed (no exceptions). It is the responsibility of Unit Leadership to ensure these requirements are met prior to GFEBS End-to-End Training and “Boots On Ground”.

Click to edit this text. https://www.wiki.com/wik/Portal:Training_and_Boots_On_Ground

current CBT information

eater_Financial_Management_Support_Center

FMSU Fund the Force (FTF) CBT's

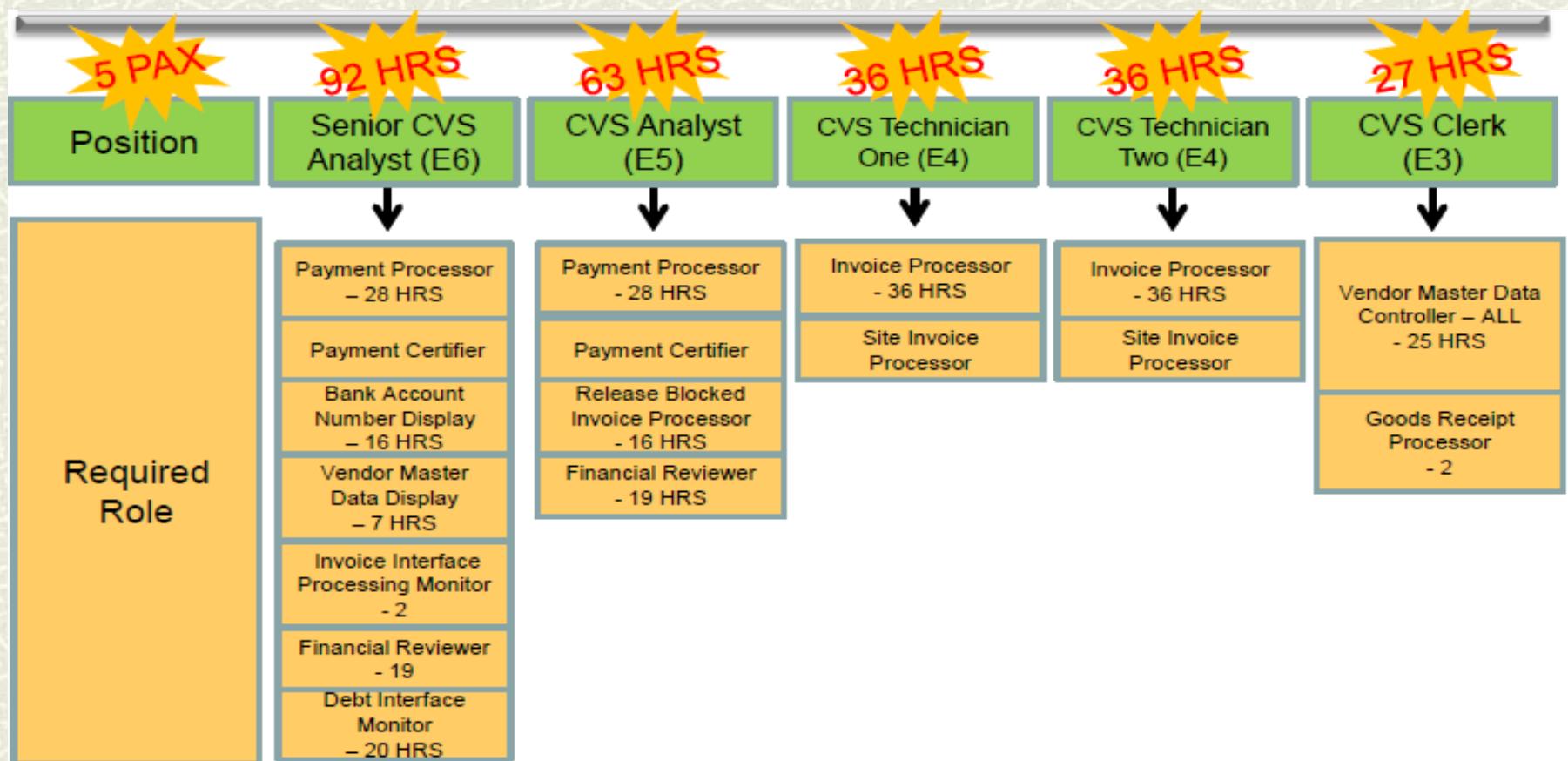


Position	2 PAX	
Required Role	107 HRS	
Chief CVS (O2)	105 HRS	
↓		
Course - Hours		
Cash Balancing Processor	L101E - 2	
BI Budget Reporter	L201E - 2	
Command Budget Reporter	L303E – 5	
	L305E - 5	
	L210E – 4	
	L220E - 4	
Debt Interface Monitor	L416 - 8	
	L424E - 6	
	L241E - 4	
Debt Interface Monitor	L445 - 16	
	L424E - 6	
Bank Account Number Display	L210E - 4	Debt Interface Monitor
Vendor Master Data Display	L445 - 16	BI Budget Reporter
Site Invoice Interface Processing Monitor	L455C – 16	Command Budget Reporter
Financial Reviewer	L457E - 2	Payment interface Processing Monitor
	L455C - 16	Bank Account Number Display
	L457E - 2	Vendor Master Data Display
	L451E - 7	Site Invoice Interface Processing Monitor
	L410E – 8	Financial Reviewer
	L413E - 7	

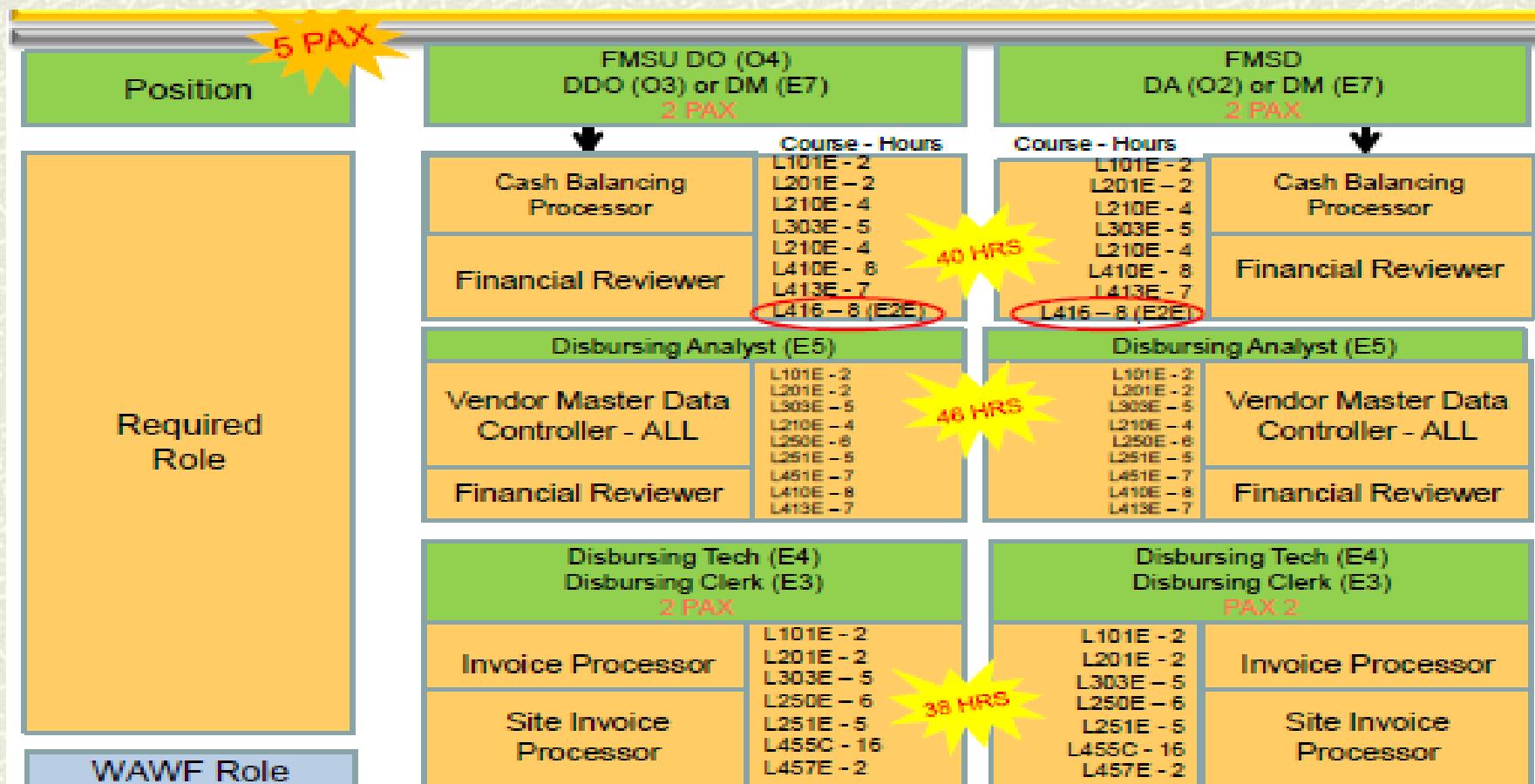
ILT*

NOTE: Duplicate CBTs have been removed

FMSD Fund the Force (FTF) CBT's



FMSU, FMSD Disbursing CBT's



ILT*

FMSC CBT's

Position	Accounting, Internal Control and Cash Management			
Required Role	Course - Hours	Course - Hours		
25 PAX	Exchange Rate Monitor	L210E - 4	L101E - 2	BI Managerial Reporter
	Non-ITS Exchange Rate Monitor	L303E - 5	L201E - 2	BI PP&E Reporter
	Customer Interface Monitor	L240E - 4	L220E - 4	BI Budget Reporter
	Customer Master Data Reporter	L251E - 5	L241E - 4	Vendor Master Data Display
	Journal Voucher Processor	L250E - 6	L260E - 4	Accounts Receivable Reporter
	Financial Reviewer	L410E - 8	L281E - 5	Debt Interface Monitor
	Good Receipts Interface Processing Monitor	L412E - 7	L424E - 6	Payment Interface Processing Monitor
	Purchase Order Interface Processing Monitor	L413E - 7	L432E - 6	Payment Interface Processing Monitor
	Purchase Requisition Interface processing Monitor	L452E - 5	L425E - 5	Reimbursable Reporter
	Invoice Interface Processing Monitor	L453E - 6	L445 - 16	Payment Interface Processing Monitor
		L454E - 2	L456 - 8	
		L455C - 16	L460 - 16	
		L457E - 2	L488 - 24	

ILT*

CBT Enrollment and Completion



All CBT Courses will be completed utilizing the Army Learning Management System (ALMS). Failure to complete the minimum requirements for each assigned GFEBS Role will result in non-provisioning into the GFEBS Production application.

The Unit Command Team must ensure the students complete the necessary courses related to the technical position they have been assigned while deployed. It is recommended that all the applicable CBTs are complete prior to attending GFEBS End-to-End User Training.

Students may access the ALMS website through AKO (My Education) or  access the site directly with the below link.

ALMS Mandatory Video Tutorial

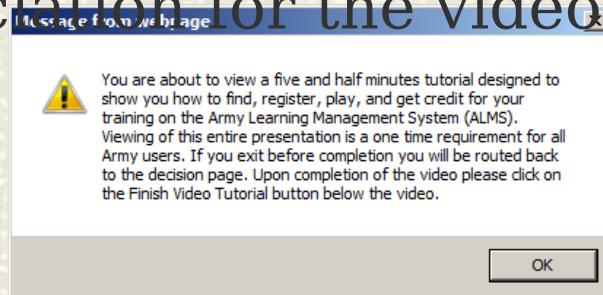
Effective 15 May 2013, the next time you visit ALMS you will be prompted to watch a 'mandatory' video tutorial (QuickTime format, MP4 filename extension).

If you do not watch the tutorial video to its conclusion, you will be redirected to watch it each time you login to the ALMS.

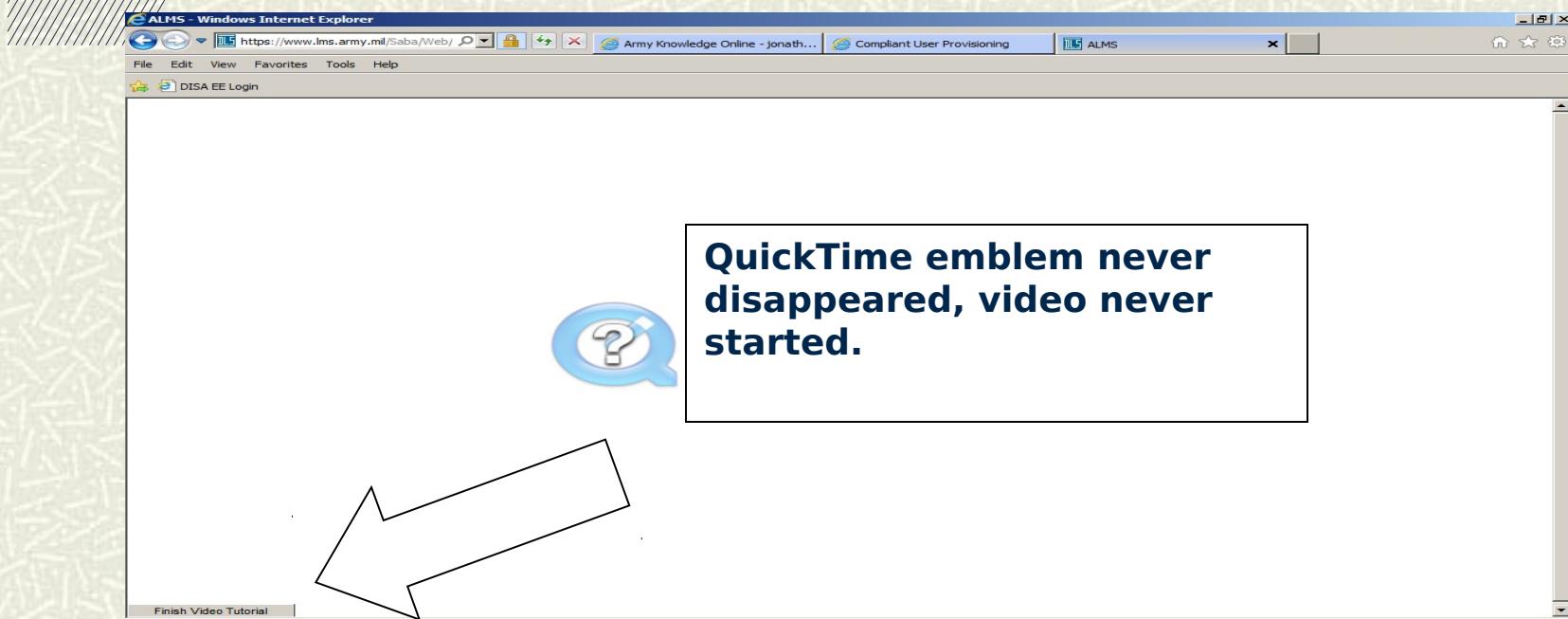
Note: *The video last about 5.5 minutes.*

ALMS Mandatory Video Tutorial (Quicktime Error)

If your computer is not configured properly to watch the video, you will be faced with a QuickTime icon that incorporates the question mark, indicating there is no QuickTime file association for the video file format.



ALMS Mandatory Video Tutorial (Quicktime Error)



If that appears, you can not watch the video without helpdesk intervention. Contact your respective IT/DOIM Helpdesk personnel. The fix should involve uninstalling, then reinstalling the QuickTime software.

Once the Helpdesk uninstall/reinstall process is completed, [redacted] [redacted] [redacted]

Army Learning Management System (ALMS)



Access ALMS through

This information system is approved for UNCLASSIFIED//FOUO data

AKO

AKO ARMY KNOWLEDGE ONLINE FOUO

My Account Favorites Quick Links **Self Service** 1

AKO Mail Inbox (0) New Notifications New In My Files (3) New In My Blogs My Tasks Tell CPT AKO/Tell 1 G1 Well AKO Speed Test AKO Training CAC Resource Cen

Antivirus Services Army e-Commerce DA Pubs & Forms My Benefits My Clothing My Dental My Doctrine My Education My Family My Finance My Health Res My Legal My Library My MEB/PEB

My Medical My Medical Readiness My MilPay My Personnel My Pet My Reference My Safety My Security My Training

Incentives de a range of events, lebrations and

Inform Survey Account Visual Instruction AKO Stats

SFC Carlos Arguello Organization: United Financial Management (USAFCOM), Arm Contractor (Army) (V) Address: DFAS-Indiana Indianapolis, Indiana T: 922715125 ; DSN 8901

Last Login 25 Oct 2012 19:56 GMT via cac

Last Password Change Your last password change was on 1 Your password will expire on 1

My Professional Data My DEERS My Leader Development

The Army Learning Management System (ALMS)

ALMS
ARMY LEARNING MANAGEMENT SYSTEM

Access the ALMS or click the logo above

Army Learning Management System (ALMS)

Direct Access to the ALMS

Website

ALMS
THE ARMY LEARNING MANAGEMENT SYSTEM

Sign in using your AKO ID/PASSWORD

Sign into ALMS without a CAC

Username: ActivClient Login

Password: ActivIdentity
ActivClient

Please enter your PIN.

PIN *****

OK Cancel

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then sign in.

[Sign in with CAC](#)

1

2

3

<https://www.lms.army.mil>

Army Learning Management System (ALMS)

Applicable Course Search



ALMS

U.S. ARMY THE A

Search

My Home Individual

Advanced Search Search Tips | Search Preferences

Course Iterations ▾

Show exact matches only

Starting In Next Six Months ▾ Locations Any Location ▾

To see current announcements, [click here](#).

Catalog Search
Search for Training here

1

Current Enrollments
Training I am currently enrolled in

Detailed Training Records
Training I have completed

ACCP Search
Search for ACCP Training here

Assigned Tasks
Tasks I am responsible for

Collaborative Army Training (CAT)

Browser Setting
Check Browser Setting requirements

Course Map
Training requirements, Course progress and Certification status

Links
Help Center ALMS Tutorial | Blackboard | ATRRS

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Army Learning Management System (ALMS)

Applicable Course Search (Cont'd)

When performing a partial text search, use the % for Wildcard search in front of the entered text.

Course Offerings	3	Files	Communities
Course/Phase/Certifications		Centra Recordings	Wikis
Curricula			
Course Iterations			
Category		Delivery Type	All
Keyword		Language	-Select One-
Title		Keyword	
Simple Search	Configure	Category	
Simple Search	Configure	ID	
Simple Search	Configure	End Date <=	
Simple Search	Configure	Field of Study	
Simple Search	Configure	Start Date >=	10/26/2012
Simple Search	Configure	Title	4
Simple Search	Configure	GFEBS L101E	
Simple Search	Configure	Search Training Catalog	

5

Offerings											Calendar View	Print	Export	Modify Table	
Title	Version	Delivery Type	Start Date	End Date	Session	Location	Facility	Language	Default Credits	Actions					
GFEBS		Web Based						English		Register					
L101E		Training								Add to Plan					
GFEBS															
Overview															

6

[Submit Learning Request](#)

Note: for a partial text search, use % in front of the entered text (i.e., %GFEBS 2)

Army Learning Management System (ALMS)

Launching the selected Course

Registration Confirmation

Printer Friendly Version

Order Contact	Carlos Arguello				
Billed To	Other				
Order Status	Confirmed				
Order Number	10766246				
Order Items					
Title	Learners	Delivery Type	Status	Actions	Launch Content
GFEBS L101E GFEBS Overview	Carlos Arguello	Web Based Training	7		Launch Content

Go to Enrollments

ALMS - Windows Internet Explorer provided by DFAS

https://www.lms.army.mil/Saba/Web/Main

File Edit View Favorites Tools Help

9

Pop-up blocked. To see this pop-up or additional options click here...

10

Temporarily Allow Pop-ups
Always Allow Pop-ups from This Site...
Settings
More information

Information Bar

Did you notice the Information Bar?

The Information Bar alerts you to security-related conditions (for example, if a potentially unsafe file or pop-up was just blocked). If a webpage does not display properly, look for the Information Bar at the top of the page and click it.

Don't show this message again

Learn about the Information Bar

8

Close

Allow pop-ups from this site?

Would you like to allow pop-ups from ".lms.army.mil"?

11

Yes

No

Army Learning Management System (ALMS)

Launching the selected Course

saba (Cont'd)

Table of Contents

L101E: GFEBS Navigation and Reports

Reference | Email | Help | Print

Please choose a navigation action

L101E: GFEBS Overview

Welcome to L101E: GFEBS Overview

Today you will receive an introduction to the process, coordination, and information required to understand the General Fund Enterprise Business System (GFEBS) program.

GFEBS

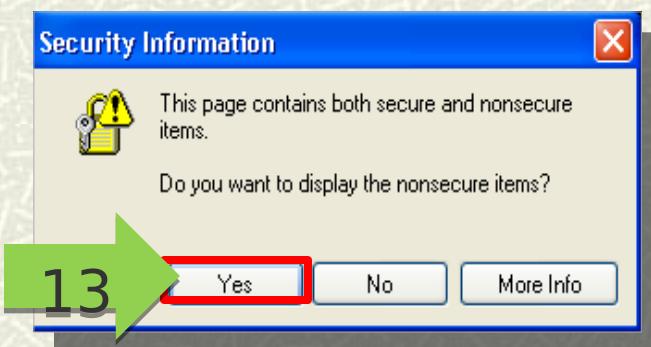
Cor

Show Text

Click Next to continue.

INSTRUCTIONS

Page 1 MODULE 1



Note: once accessed, the course itself will explain how to utilize the various functions within the learning software

Complete the Module in its entirety (CBT's usually have multiple Modules). Closing the application prior to completing a Module will result in the student having to take it over again. Once a module is completed, click the button in Step 15 in order to ensure completion credit.

Click **Return to ALMS** to mark the module complete and return to the ALMS.

Return to ALMS

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Army Learning Management System (ALMS)

Viewing Course Status and launching remaining

The screenshot shows the ALMS interface. At the top, there is a navigation bar with links for 'Calendar', 'Terms of Use', 'Help', and 'Log Out'. Below this is a course overview for 'GFEBS L101E GFEBS Overview (00012977)'. The course duration is 0:00 hours and the status is 'Confirmed' (Registration Date: 10/26/2012). The course content is listed in four modules:

- Completed Course Module:** GFEBS L101E Module 1: Introduction to GFEBS (9 Oct 09). Status: Successful (Unlimited attempts). **Launch** button.
- Incomplete Course Modules:** GFEBS L101E Module 2: GFEBS Features and Structure (9 Oct 09). Status: Not Evaluated (Unlimited attempts). **Launch** button.
- GFEBS L101E Module 3: Implementation Information (9 Oct 09). Status: Not Evaluated (Unlimited attempts). **Launch** button.
- GFEBS L101E Module 4: Course Assessment (9 Oct 09). Status: Not Evaluated (Unlimited attempts). **Launch** button.

Below the course list are several navigation links:

- Catalog Search:** Search for Training here.
- Current Enrollments:** Training I am currently enrolled in. **1** (highlighted with a green arrow).
- Detailed Training Records:** Training I have completed.
- ACCP Search:** Search for ACCP Training here.
- Assigned Tasks:** Tasks I am responsible for.
- Collaborative Army Training (CAT):** A link to the Collaborative Army Training system.
- Browser Setting:** Check Browser Setting requirements.
- Course Map:** Training requirements, Course progress and Certification status.
- Links:** Help Center, ALMS Tutorial, Blackboard, ATRRS.

Note: it is recommended for students to enroll in all GFEBS-Role related courses immediately. This will allow for better tracking of progress.

Army Learning Management System (ALMS)

Course Completion and

The screenshot shows the ALMS interface with the following components:

- Header:** ALMS logo, U.S. ARMY star logo, and navigation links: Calendar, Terms of Use, Help, Log Out.
- Table:** A grid showing course completion details. Row 1: Learner Name, Title, Version, Delivery, Registration Date, Completion Status, Completion Date, Marked by, Score, Grade, Course Iteration Name, Credits. Row 2: Carlos Arguello, GFEBS L101E GFEBS Overview, Web Based Training, 10/26/2012, Successful, 10/26/2012, 93.33, etc.
- Section:** Welcome Carlos Arguello
- Table:** Detailed Training Records for Carlos Arguello. It shows the course details again and a "Print Certificate of Completion" button, which is highlighted with a red box and a red arrow pointing to the "CERTIFICATE of COMPLETION" box.
- Section:** CERTIFICATE of COMPLETION for Carlos Arguello, successfully completed.
- Section:** Detailed Training Records (highlighted with a red box and a green arrow labeled 1) showing "Training I have completed".
- Section:** Tasks, Collaborative Army Training (CAT), and Links.
- Text:** Note: Course statuses may be exported and saved to EXCEL (See the above example). The certificate may also be printed and saved.
- Page Number:** 40

Role Authorization Form (RAF)



This form is utilized to document completion and approval of required on-the-job training activities for GFEBS roles that formerly required Instructor-Led Training (ILT) as part of the formal role provisioning process. After completion and electronic signature, the form must be scanned and made part of the GRC Request. The following are the only GFBES Roles that require completion of a RAF:

- BI PP&E Reporter
- Cash Balancing Processor
- Debt Interface Monitor
- Payment Processor
- Project Period End Close Processor
- Payment Certifier

Role Authorization Form (RAF) (Cont'd)



GFEBS Role Authorization Form
ROLE TITLE: GFEBS Cash Balancing Processor

Effective 15APR13

Full Name:	EDIPI (CAC/ADC Number):
AKO Username:	<input type="checkbox"/> Military <input type="checkbox"/> Contractor
E-Mail Address:	<input type="checkbox"/> Civilian <input type="checkbox"/> Non-US Citizen

Tasks Required for Role Authorization

Required Action	Document or Exercise	Document or Activity Name	Date Completed	Digital Signature
Verify Access	Exercise	Access Performance Support Website - https://prodip.gfebs-erp.army.mil/nwdhelp/nav/index.htm	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Verify Access	Exercise	Access GFEBS Release Notes Folder on AKO - https://www.us.army.mil/suite/files/14205384	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Verify Access	Exercise	Access Remedy Self-Service Home Page - https://remedyweb.gfebs-erp.army.mil/	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	L416: Cash Balancing Training Guide	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Perform	Exercise	Post 1081 Adjustment Transaction Application Tutorial	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Perform	Exercise	Run Customer Line Item Report Application Tutorial	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Perform	Exercise	Run G/L Line Item Report (Unmatched Collection) Application Tutorial	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Perform	Exercise	Run G/L Line Item Report (Unmatched Disbursement) Application Tutorial	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Perform	Exercise	Vendor Line Item Report Application Tutorial	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	1081 Auto Sweep Job Aid	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	Import and Export Files in GFEBS Job Aid	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	Check Reversal Rework User Procedure	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	Exclude Invoice User Procedure	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	Post with Closing User Procedure	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	Query for 1081 User Procedure	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>
Read	Document	Reverse Financial Posting User Procedure	<input type="button" value="VERIFY NAME"/>	<input type="button" value="SIGNATURE"/>

GRC Request #	Request Creation Date	GRC Supervisor Name	Role Description	CBT Completions Recorded in ALMS	Valid From Date (dd-mm-yyy)	Valid To Date (dd-mm-yyy)
<input type="button" value="VERIFY NAME"/>	<input type="button" value="VERIFY DATE"/>	<input type="button" value="SIGNATURE"/>	GFEBS Cash Balancing Processor	<input type="button" value="SIGNATURE"/>	31-Dec-9999	

CBT Training Completions Verified in ALMS by:

Interim Provisioning Conversion Justification:

Role Provisioning Approved By:

Provisioning Approval Date:

Instructions for GFEBS Role Authorization Form

PURPOSE: Use this form to document completion and approval of required on-the-job training activities for GFEBS roles that formerly required Instructor-Led Training (ILT) as part of the formal role provisioning process. After completion, scan the form and attach to the GRC request.

End user completes the information below:

Full Name:	<input type="text"/> - Enter the end user's first name, middle initial (if applicable), last name, and any required suffix (e.g. Jr., III, etc.)
EDIPI (CAC/ADC Number):	<input type="text"/> - Enter user's EDIPI or other identifying number mapped to their Common Access Card (CAC) or Alternate Smart Card (ADC). ADCs are used by some non-US Citizens for GFEBS access in countries that do not allow biometric identification via CAC.
AKO Username:	<input type="text"/> - Enter the AKO username for the end user. Validate AKO user name accuracy by checking the AKO People Finder entry for the end user.
E-Mail Address:	<input type="text"/> - Enter the end user's current, valid e-mail address. Be sure to include .ctr / .clv / .mil values, as many sites have migrated/are migrating to DIA Enterprise E-Mail.
Employee Type:	<input type="checkbox"/> - Enter the correct selection for the end user by clicking on one of the boxes to insert an 'X'.

End-user completes the entries in the table for all the required tasks.

Date Completed	<input type="button" value="VERIFY DATE"/> - From the drop-down calendar feature, select the date by which the required task was completed.
Digital Signature	<input type="button" value="SIGNATURE"/> - Digital signature assertion that the listed task was completed on or before the date entered for the task.

Following the completion of the required tasks and digital signatures, end user should save and e-mail the file to the appropriate GRC Training Coordinator for the organization.

GRC Training Coordinator completes the information below:

GRC Request #:	<input type="text"/> - Enter the end user's GRC request number that includes the specified role.
Request Creation Date:	<input type="button" value="VERIFY DATE"/> - From the drop-down calendar feature, select the date that the GRC request was created.
GRC Supervisor Name:	<input type="text"/> - Enter the name of the GRC Supervisor that approved the GRC Request.
CBT Completions Recorded in ALMS	<input type="checkbox"/> - From the drop-down menu, select the correct indicator, YES or NO, based on the information in the end user's ALMS transcript. IMPORTANT NOTE: Completion of all CBT Courses is a policy requirement for role provisioning. If you mark 'NO' for a role, then this role does not qualify for provisioning.
Valid From Date:	<input type="button" value="VERIFY DATE"/> - From the drop-down calendar feature, select the date on which the interim or interim to permanent provisioning will begin.
CBT Training Completions in ALMS Verified by:	<input type="text"/> - Digital signature of the Training Coordinator who verified end user's CBT completions in ALMS. CBT completion information should display on the user's ALMS Detailed Training Records, or if course completions did not register properly, the user can provide Army Training Help Desk ticket numbers for entry into the GRC Training Coordinator approval notes.
CBT Verification Date	<input type="button" value="VERIFY DATE"/> - From the drop-down calendar feature, select the date on which the ALMS transcript was verified by the training coordinator. This date should closely coincide with the interim provisioning approval date in GRC.

Following the completion of the above information, GRC Training Coordinator must save the file, then e-mail the form to the appropriate approver as defined by the provisioning policy.

Complete final review and authorizations

Interim Provisioning Conversion Justification	<input type="text"/> - If user has completed substantive on-the-job training in accordance with prior interim provisioning guidelines, but has not yet attained the 720-hours OJT threshold, provide justification for converting prior interim provisioning to permanent provisioning in lieu of end user completing the required tasks listed in this form.
Role Provisioning Approved By:	<input type="text"/> - Digital Signature of authorized approver.
Provisioning Approval Date:	<input type="button" value="VERIFY DATE"/> - From the drop-down calendar feature, select the date on which the Requested Access was Approved.

After form is 100% complete, save and e-mail the file back to the GRC Training Coordinator for scanning and attachment to the GRC request containing the approved role.

GFEBS End-to-End User Training



GFEBS End-to-End User Training may be requested and executed prior to deployment and after the completion of all required CBT's. The organization responsible for executing this training is the United States Army Financial Management Command (USAFMCOM) Operational Support Team (OST) located in DFAS-Indianapolis. The training may be conducted in DFAS-Indianapolis, IN or Fort Dix, NJ (location will be based on OST mission and deploying unit training requirements). The Deploying Unit must request training no earlier than 90 days out. All communication regarding training is conducted via email.

GFEBS End-to-End User Training

(Cont'd)



Training Sandbox Access Request Form

GFEBS TED 359 Access Request

Unit: _____

United States Army Financial
Management Command (USAFMCOM)



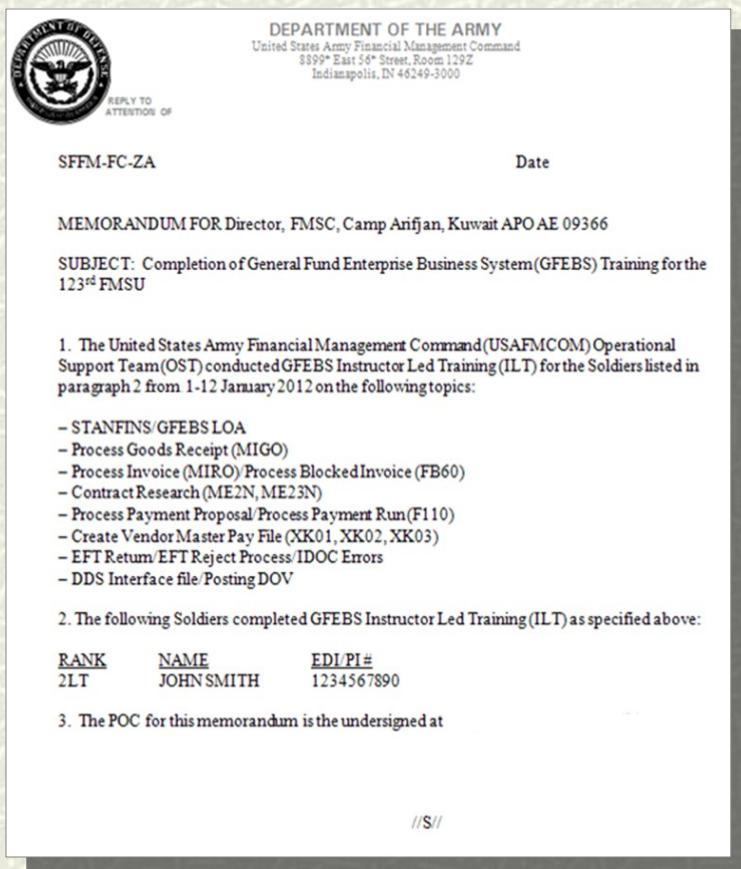
Point of Contact information: (preferably Unit Commander or Det SGT)	Last Name	First Name	Rank	Phone Number	AKO Email Address

Unit	Deployment Location	Tentative Technical Role / Position	Name		Rank	CAC ID (EDIPR)* -10 Digits-	Investigation Type (ANAI, NACLC)	Actual Clearance	Granting Source	AKO Email Address	Date Requested	Training Dates
			Last	First								

FM Units scheduled to conduct Pre-Deployment USAFMCOM-OST GFEBS Training must complete the "GFEBS TED 359 Access Request" form in order to request access to the training database. The complete form must be submitted to the USAFMCOM-OST TED 359 Access Coordinator no later than 2 weeks prior to the initiation of training.

Note: *This form is for access to the USAFMCOM training Sandbox only.*

GFEBS End-to-End User Training (Cont'd)



Note: A student "Sign in roster" and roster must accompany this memorandum

Upon completion of GFEBS Training, the OST Director will issue a “GFEBS End-to-End Training Listing” memorandum that will become part of the “GFEBS End User Packet” provisioning request (the memorandum will also be sent to the incumbent TFMSC GRC Coordinator). This memorandum will contain:

- FM Unit Trained
- Dates of Training
- Rank, Name and EDI/PI of students
- Topics covered
- Assurance that all CBT requirements were completed
- Signature of the OST Director

“Boots on Ground” GFEBS Training



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
MULTITASKING COMMAND (THEATER)
THEATER FINANCIAL MANAGEMENT SUPPORT CENTER (13th)
CAMP ARIFJAN, KUWAIT
APO, AE 09166

ACEN-TSC-FMSC

Date

MEMORANDUM FOR GFEBS, Governance Risk and Compliance (GRC) Training Coordinator, Theater Financial Management Command

SUBJECT: Completion of General Fund Enterprise Business System (GFEBS) Training for the 123rd FMSU

1. Reference: PM GFEBS Guidance Memorandum, Interim Provisioning for the use of General Fund Enterprise Business System, dated 20 December 2011, and GFEBS Interim/Interim-to-Permanent Provisioning Form.

2. Purpose: To obtain interim provisioning to access GFEBS for the following Soldier(s) assigned to 123rd FMU:

RANK	LASTNAME, FIRST NAME	EDPI#
SSG	Snuffy, Joe	1234567890
SSG	Snuffy, Joe	1234567890

3. The 13th Financial Management Support Center (FMSC) conducted training for the Soldiers listed in paragraph 2 on date on the following topics:

- STANFINS-GFEBS FISCAL Code
- Process Goods Receipt (MIGO)
- Process Invoice (MIRO)
- Process Payment Proposal
- Process payment Run
- Update vendor Master Pay file; Process blocked FB60

4. Additionally, Soldiers have completed all the required Computer Base Training (CBT) for their required roles.

5. POC for this action is 13th FMSC trainer rank and full name at work number or e-mail address.

PAUL J. BRISTOL
LTC, FC
Deputy Director

Soldiers who deployed without OST GFEBS End-to-End User Training may have the opportunity to obtain training in theater as a last resort. The training will be conducted by the Theater Financial Management Support Center (TFMSC), Internal Control (IC) section.

Once GFEBS Training and the required CBT's are completed, the Internal Control (IC) TFMSC will submit a memorandum to the Theater Financial Management Support Center (TFMSC) Government Risk & Compliance (GRC) Coordinator with the same



GRG Questionnaire (GFEBS Production)



UNIT/GROUP GRG QUESTIONNAIRE

LAST NAME	FIRST NAME	EDIP#	ROLE(S)	E-MAIL ADDRESS (AKO ONLY)	PHONE NUMBER	JOB TITLE	RANK	UNIT	SECTION	SUPERVISOR NAME	SUPERVISOR AKO E-MAIL ADDRESS

Required Information	
Last Name	
First Name	
Email Address (**AKO ONLY**)	
Phone Number (xxx) xxx-xxxx	
EDIP Number (Write/type your 10 digit CAC number found on the back of your ID card)	
Foreign National (Y/N)	
Job Title	
GS Job Series (ie 0510)	
Military Rank	
Unit/Organization	
Section/Directorate (i.e. S4, G1)	
Supervisor's Last Name	
Supervisor's First Name	
Supervisor's Email Address (**AKO ONLY**)	
SYSTEMS:	IDENTIFY: Specific Functions
PURCHASE REQUESTS	PR Processor
Role(s):	

GRG Questionnaires must be completed for all candidates to consolidate users information for provisioning. Supervisors must complete the tracker (either individual or Group) with the requested information. The information will eventually be forwarded to the Theater Financial Management Support Center (TFMSC) Government Risk &

Provisioning Packet submission



Once all training and documentation requirements are met, the Provisioning Request packet will be forwarded to the TFMSC GRC Coordinator to initiate access to GFEBS production. The packet must contain the following:

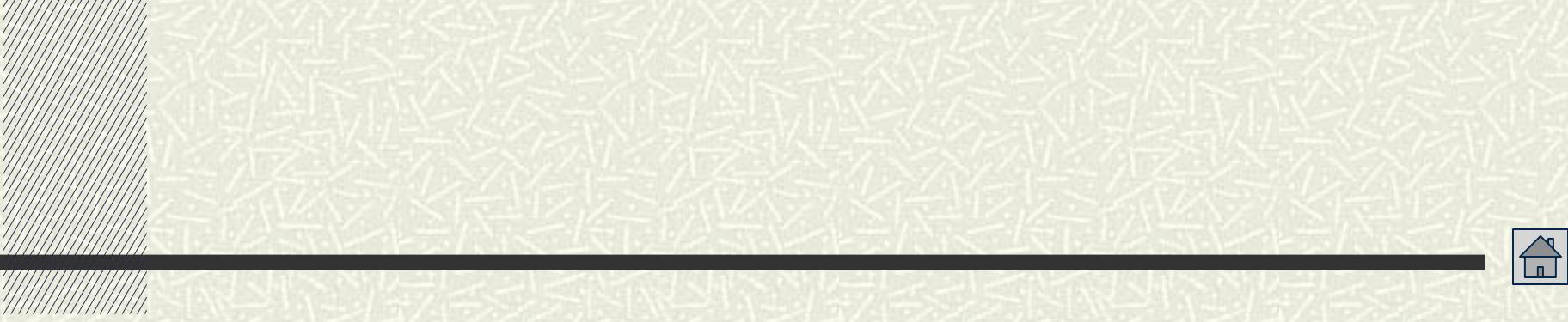
- 1. GRC Questionnaire
- 2. GFEBS End-to-End Training Memo (if training was conducted prior to deployment) Completion*
- 4. Complete RAF (*if applicable*)
- 5. Complete Provisioning Checklist

***Note:** The TFMSC GRC Approvers will have access to ALMS in order to verify course completion prior to considering granting access to GFEBS. Hard copy certificates may not be needed.

GFEBS Role Authorization Form
ROLE TITLE: GFEBS Cash Balancing Processor

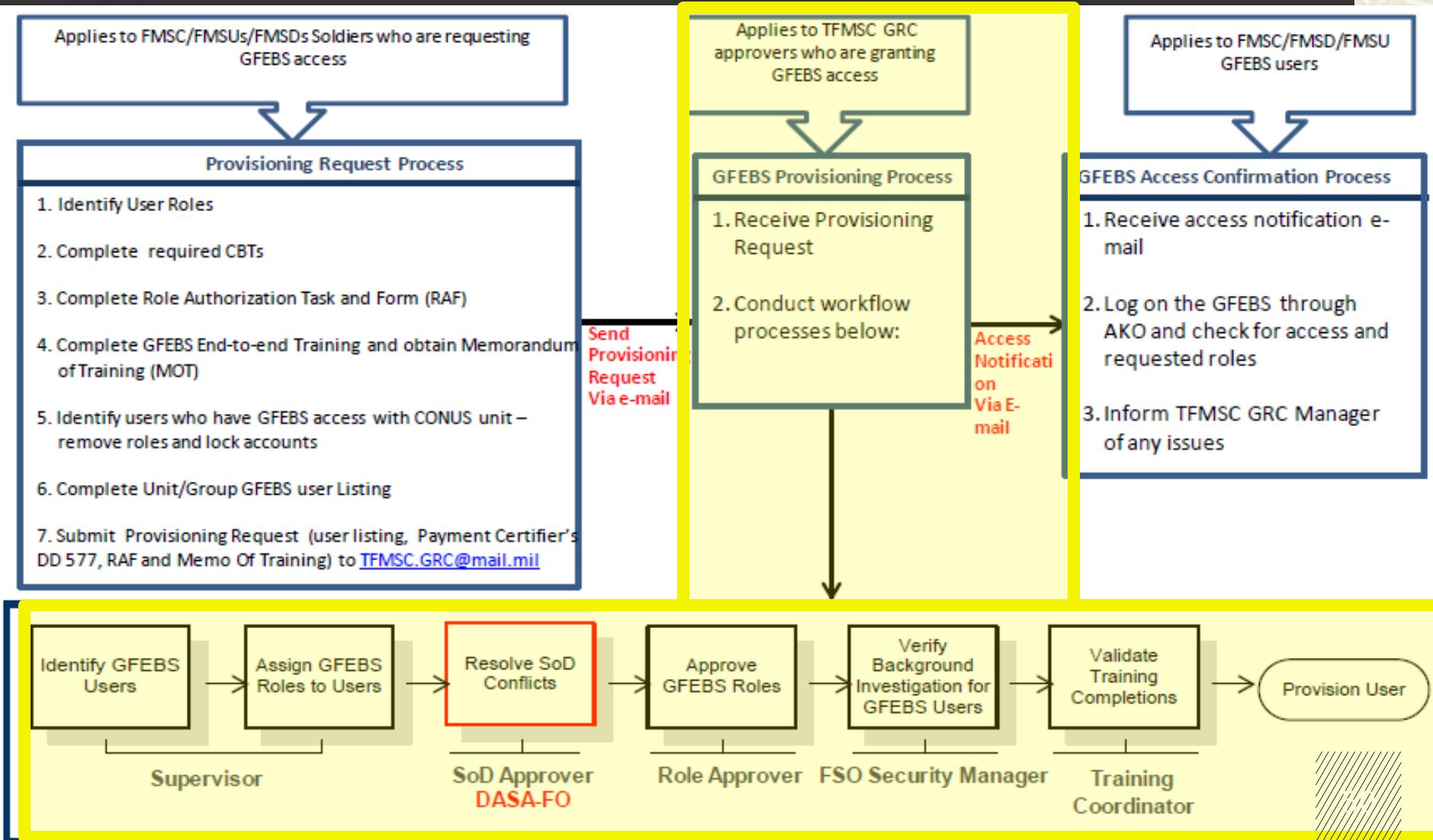
Select GFEBS user roles needed for your duty position from one of the lists below:

Manual Processing User Roles	FMSD CVS PAX				Total	FMU CVS PAX				Total
	SR CVS ANALYST	CVS ANALYST	CVS TECHNI	CVS TECHNI		CVS CLERK	CHIEF CVS ANALYST	SR CVS ANALYST	CVS ANALYST	
Invoice Processor*	X		X		2		X	1		
Site Invoice Processor*	X		X		2		X	1		
Vendor Master Data Controller						X	1			0
Goods Receipt Processor					X	1				0
Payment Processor**		X	X		2		X	1		1
Payment Certifier**		X	X		2		X	1		1
Release Blocked Payment Processor			X		1					0
Bank Account Viewer	X				1		X			1
Financial Reviewer					0		0			0
Vendor Master Data Display	X				1		X			1
Site Invoice Interface Processing Monitor										0
GFEBS Monitoring Roles										
Payment Interface Processing Monitor***										
Goods Receipt Interface Processing Monitor										
Invoice Interface Processing Monitor										
<small>* One person can have both roles ** One person can have both roles *** Recommend to be in disbursing</small>										
<input type="checkbox"/> Use the "Provisioning Role to Course Map" to identify the required Computer Based Courses (CBTs) for specific user roles.										
<input type="checkbox"/> Register for required CBTs through ALMS on AKO (see how to register for GFEBS CBT course)										
<input type="checkbox"/> Complete CBTs										
<input type="checkbox"/> Supervisor, verify that user(s) complete all required CBTs (Check Soldiers ALMS). This will ensure a timely and smooth provisioning process.										
<small>Last To Date: 11/20/2019 Last To Date: 11/20/2019</small>										



TFMSC Responsibilities

TFMSC Responsibilities



TFMSC Role in Provisioning

(Cont'd)



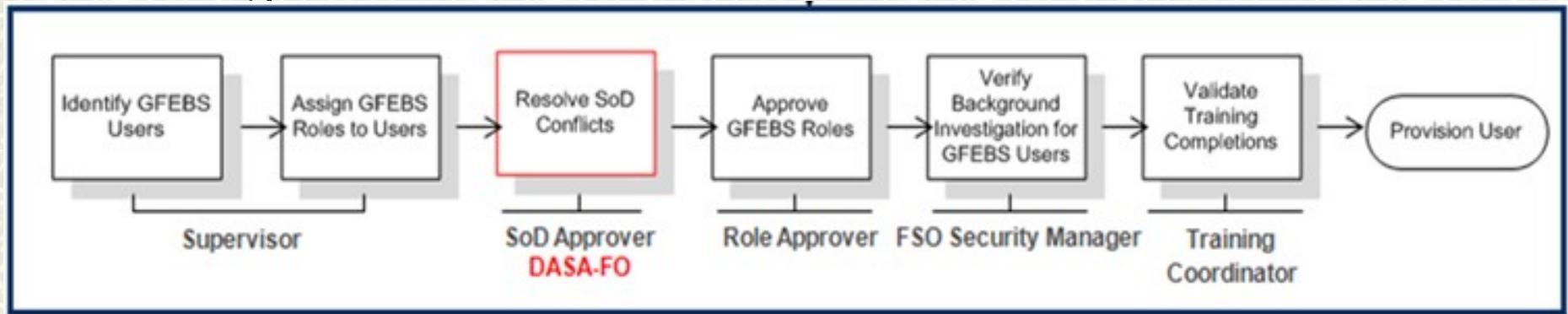
The incumbent Theater Financial Management Support Center (TFMSC) is responsible for the provisioning of all deploying FMSC, FMSU and FMSD personnel into GFEBS. The TFMSC is in charge of enforcing provisioning guidelines and requirements, providing job aides, policies, and SOP's to assist in day to day Financial Management operations, transfers of authority, training and increasing situational awareness of theater GFEBS business processes.

The TFMSC is also responsible for the approval and maintenance of all GFEBS

“GRC Approver” definition

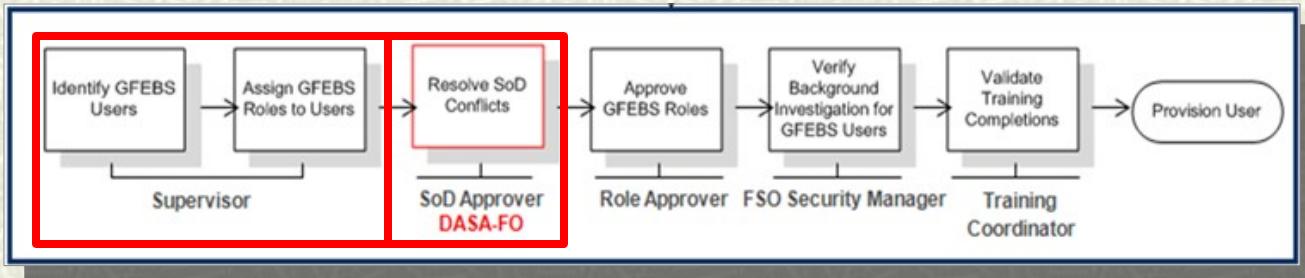


A GRC Approver is an individual authorized to use GRC and complete GRC Workflow activities. The following are considered GRC Approvers: GRC Supervisors, GRC Role Approvers, GRC SoD Approvers, GRC Security Managers, and GRC Training Coordinators.



GRC Approval Flow

GRG Approval Flow



GRG Supervisor

- Receive and create user Requests in GRC
- Assign GFEBS roles to users
- Perform a preliminary SoD Risk Analysis
- Remediate SoD conflicts (delete role assignments)
- Perform the initial approval of a Request

GRG SoD Approver (DASA-FO (Pentagon) serves as the GRG SoD Approver for all Army organizations)

- Perform an SoD Risk Analysis
- Perform an SoD Simulation
- Mitigate SoD conflicts (assign a Mitigating Control). This action is fully controlled at DASA-FO.
- Remediate SoD conflicts (delete role assignments). If this action is not performed by the GRG Supervisor, it is controlled at DASA-FO.

GRG Approval Flow (Cont'd)



GRG Role Approver

- Ensure the accuracy of role assignments
- Delete roles from a Request, as necessary
- Approve or reject roles within a Request

GRG Security Manager

- Verify that the background investigation for each user is sufficient to support the role(s) selected by the GRG Supervisor
- Approve or reject a Request

GRG Training Coordinator

- Verify GFEBS role-based training completions
- Grant access to the GFEBS system
- Notify the User of approved and active GFEBS Access

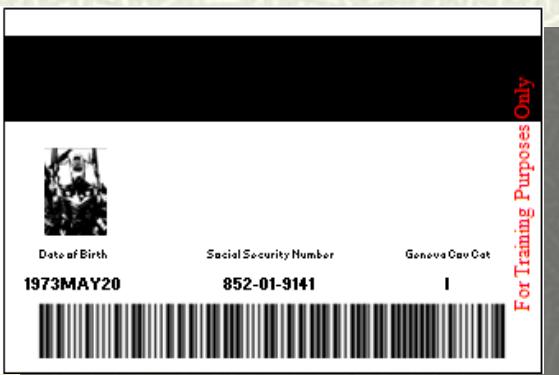
Useful Information and Links



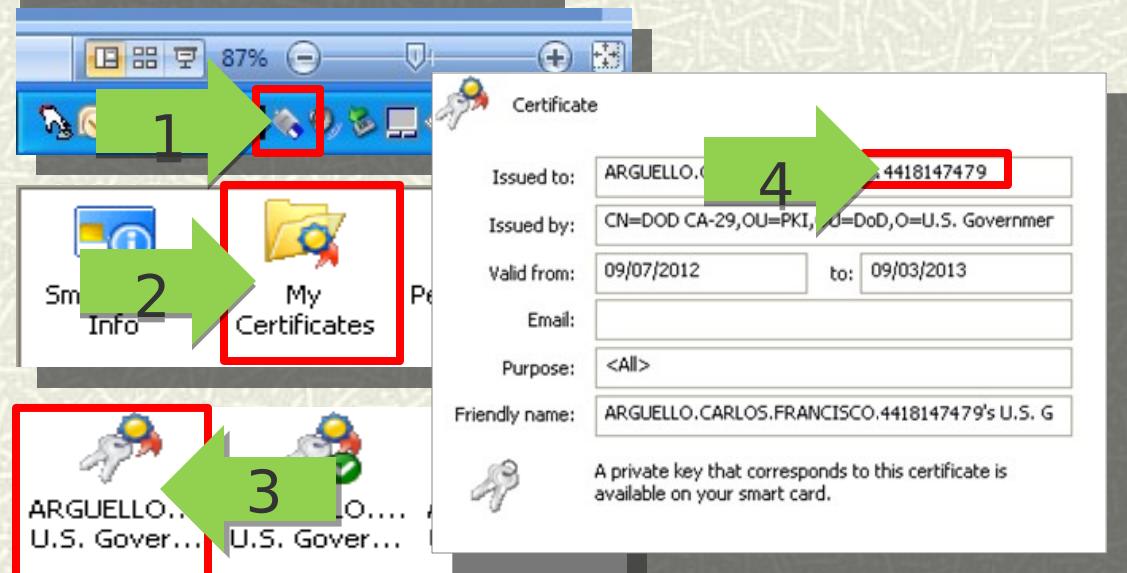
Obtaining User EDI/PI information



Old Style CAC Card



10 Digit EDI/PI
ISCO.4418147479

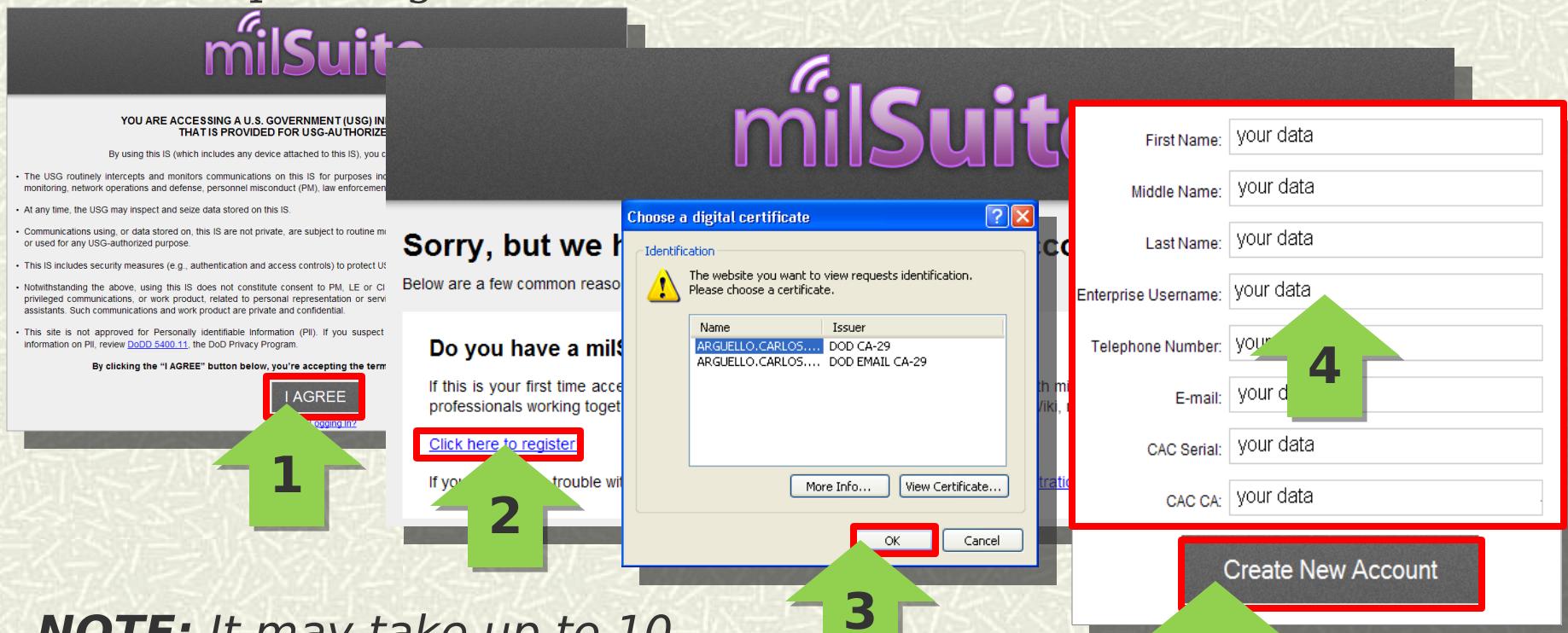


New Style CAC Card



TFMSC Support Center (milWiki Portal)

Requesting Access (must have an active AKO Account)

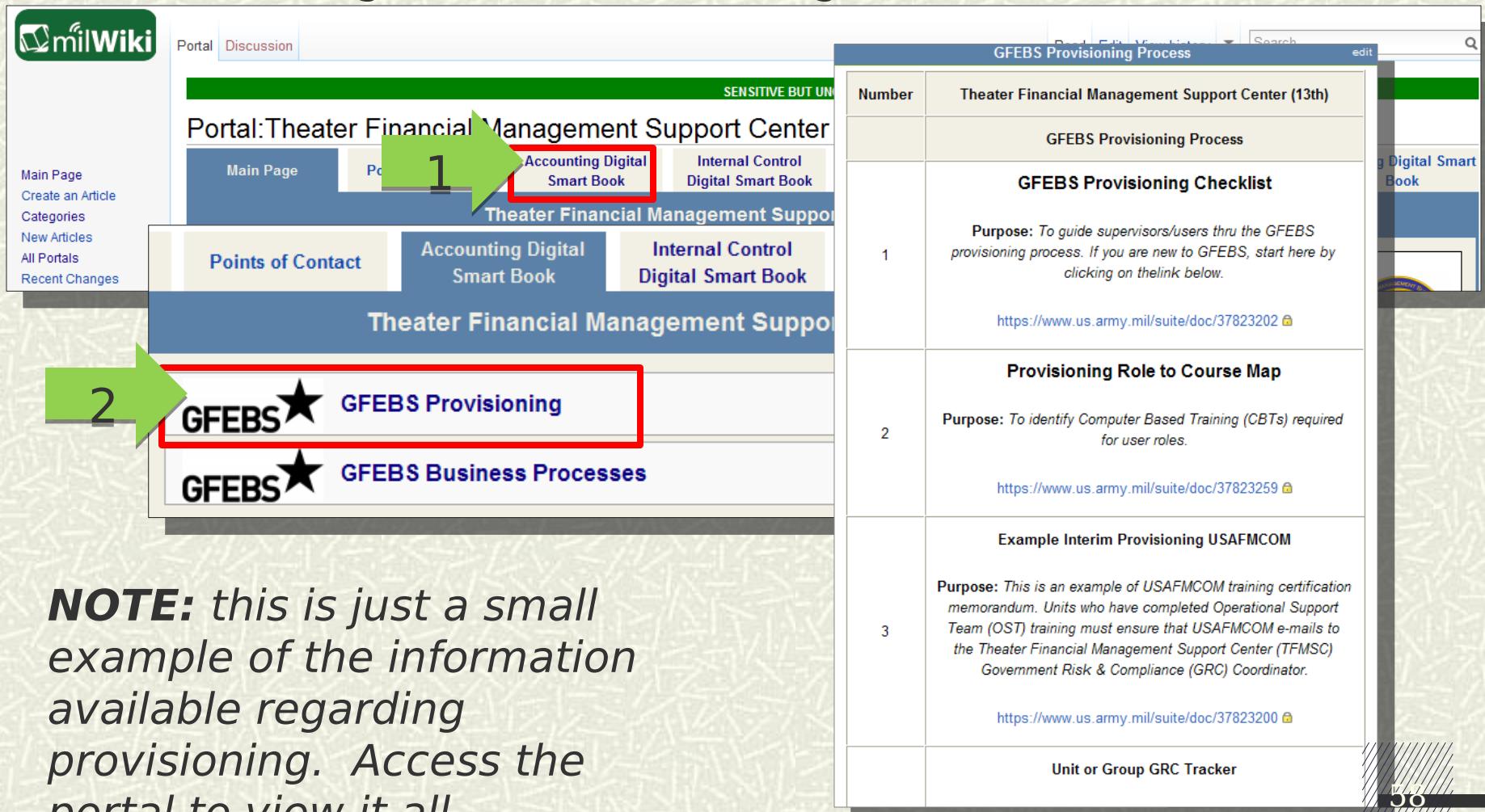


NOTE: It may take up to 10 minutes for your account to be activated in the system.

https://www.milsuite.mil/login/Login?goto=https%3A%2F%2Fwww.milsuite.mil%3A443%2Fwiki%2FPortal%3ATheater_Financial_Management_Support_Center

TFMSC Support Center (milWiki Portal)

Accessing GFEBS Provisioning Information



The image shows a screenshot of the milWiki portal. At the top, there is a navigation bar with 'Portal' and 'Discussion' tabs. Below the navigation bar, a green banner reads 'SENSITIVE BUT UNCLASSIFIED'. The main content area has a blue header 'Theater Financial Management Support Center'. Below the header, there are several buttons: 'Main Page', 'Points of Contact', 'Accounting Digital Smart Book', and 'Internal Control Digital Smart Book'. A large green arrow labeled '1' points to the 'Accounting Digital Smart Book' button. Another green arrow labeled '2' points to a red box around the 'GFEBS Provisioning' link, which is located next to a 'GFEBS' logo. The 'GFEBS Provisioning' link is part of a larger section titled 'GFEBS Business Processes'.

GFEBS Provisioning Process

Number	Content
1	<p>GFEBS Provisioning Checklist</p> <p>Purpose: To guide supervisors/users thru the GFEBS provisioning process. If you are new to GFEBS, start here by clicking on the link below.</p> <p>https://www.us.army.mil/suite/doc/37823202</p>
2	<p>Provisioning Role to Course Map</p> <p>Purpose: To identify Computer Based Training (CBTs) required for user roles.</p> <p>https://www.us.army.mil/suite/doc/37823259</p>
3	<p>Example Interim Provisioning USAFMCOM</p> <p>Purpose: This is an example of USAFMCOM training certification memorandum. Units who have completed Operational Support Team (OST) training must ensure that USAFMCOM e-mails to the Theater Financial Management Support Center (TFMSC) Government Risk & Compliance (GRC) Coordinator.</p> <p>https://www.us.army.mil/suite/doc/37823200</p>
	<p>Unit or Group GRC Tracker</p>

NOTE: this is just a small example of the information available regarding provisioning. Access the portal to view it all.

Useful Links



❖ Army Learning Management System (ALMS)

<https://www.lms.army.mil>

❖ Army Knowledge Online (AKO)

<https://www.us.army.mil>

❖ GFEBS Home Page

<http://www.gfebs.army.mil/>

❖ GFEBS PSW (Performance Support Website) * *User must be provisioned*

on the training database

https://www.us.army.mil/suite/designer;jsessionid=FABCE35B09264FEA36CEEB2E943E2D97.appd06_3

❖ Operational Support Team (OST) GFEBS training materials

<http://asafm.army.mil/offices/FO/OpSupport.aspx?OfficeCode=1500>



QUESTIONS



?

GENERAL FUND ENTERPRISE BUSINESS SYSTEM